



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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EMS TRANSMISSION: 2/3/03
Information Bulletin No. **CA-2003-019**

To: All California Employees

From: State Director

Subject: Internet Use

The purpose of this Information Bulletin is to convey Washington Office (WO) Instruction Memorandum (IM) No. 2002-224, Internet Use. The WO IM transmits the Bureau of Land Management enforcement of policy concerning limited use of Government equipment for Internet access. The IM also highlights the following policies and practices:

- The policy is to prevent employees from inadvertently accessing unacceptable web sites.
- A web filtering software application (WebWasher) will screen out inappropriate Web sites from all employee web browsers.
- Employees using Government equipment for Internet Access for personal purposes are subject to monitoring by systems or security personnel.
- If an employee is blocked from a site, WebWasher will notify the employee.
- If an employee has a legitimate business need to access the restricted site, his/her supervisor should complete and submit the form: [Request to Remove WebBlock](#) by going to <http://www.blm.gov/nirmc/telecom>. The appropriate authorities will review the request and contact the supervisor with a decision.

This notification has been coordinated with both Local 951 and Local 2152. Questions on business related problems accessing Web sites should be directed to the BLM National Help Desk at (800) 256-4357 or send email to BLMHELP@blm.gov.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
#1 – WO 2002-224 (3pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

August 9, 2002

In Reply Refer To:

1280 (500/700) P

EMS TRANSMISSION 08/12/2002
Instruction Memorandum No. 2002-224
Expires: 09/30/2003

To: All Employees

From: Assistant Director, Human Resources Management
Assistant Director, Information Resources Management

Subject: Internet Use

Program Area: All Program Areas

Purpose: The enforcement of current Internet use policies and management of BLM's telecommunications capacity.

This Instruction Memorandum (IM) transmits the Bureau of Land Management enforcement of policy concerning limited personal use of Government office equipment for Internet access. When using Government equipment, employees must protect and conserve such property and must not access the Internet for personal use during official working hours in accordance with existing Departmental IRM policy.

The enforcement of this policy is to prevent employees from inadvertently accessing unacceptable Web sites. We are implementing a software solution that will screen out inappropriate Web sites from all employee web browsers. The filtering of inappropriate web sites will limit the Government's liability in cases in which inappropriate or illegal activities were facilitated or accessed from Government Internet resources. Further, employees are put on notice that by using Government equipment for Internet Access for personal purposes, they are subject to monitoring by systems or security personnel. Employee consent to monitoring and recording with or without cause is implied.

In addition, all employees should be aware that accessing web sites that produce high volume network traffic, like streaming media (e.g. stock tickertapes, Radio Stations) and data intensive graphics, impacts the performance of BLM's IT communications systems. As an added benefit, implementing the policy will reduce unnecessary usage of our telecommunications network capacity resulting in cost savings.

Use of the Internet as it is identified in the Department of the Interior Internet Acceptable Use Policy; IRM BULLETIN NO. 97-01 June 13, 1997 is not discretionary (see attachment 2). Internet usage should be limited to the performance of their official duties as necessary and complementary activities allowed in accordance with the Department's acceptable Internet use policy. Managers may only place additional restrictions on the policies for instances of abuse of the policies or in order to meet management needs and mission objectives.

If you are blocked from a site, the web filtering application will notify you and will identify itself as Web Washer. If an employee has a legitimate business need to access the restricted site, his/her supervisor should complete and submit the form: Request To Remove Web Block by going to <http://www.blm.gov/nirmc/telecom/>. The appropriate authorities will review the request and contact the supervisor with a decision. Should you experience other business related problems accessing Web sites, please call the BLM National Help Desk at 800-256-4357 or send email to BLMHELP@blm.gov.

Policy/Action: A Web filtering application will be implemented at the BLM Wide Area Network Nodes at Denver and Portland. This application will block BLM users from accessing web sites that have been determined to be inappropriate, such as:

Pornography

- Sites depicting sexually explicit activities
- Erotic material inappropriate for those under 18 years of age
- Link catalogs to pornographic sites

Erotic/Sex

- Sites with erotic photography
- Erotic content of the same level as on television, or that can be acquired at kiosks for free
- Sexual toys

Swimwear/Lingerie/Nudity

- Nudity without erotic references
- Sites where swimwear/lingerie is shown or offered
- Public nudity
- Non-erotic nude pictures of children, e.g. un-posed, in natural circumstances

Illegal Activities

- Instructions for murder, manuals for bomb building, instructions for illegal activity
- Racial hatred
- Child pornography, including comics (Hentai, Anime, Manga, etc.)
- Incest
- Animal pornography

Hate and Discrimination

- Extreme views
- Extreme right and left-wing groups
- Sexism, racism
- Suppression of minorities

Illegal Software

- Sites containing software cracks, license key lists and illegal license key
- Generators

Extreme

- Includes Web sites that are usually assigned to other categories, but are particularly extreme in their content (e.g. violence, sex with children, sex with animals)

Gambling

- Lottery organizations, casinos, betting agencies

Music

- Sites for radio stations, online radio
- MP3, Real Audio, Microsoft Media
- Homepages of bands, record labels and music vendors

Computer Crime

- Illegal manipulation of electronic devices, data networks, procedures, password encryption
- Manuals for virus programming
- Credit card scams

Computer Games

- Computer game sites
- Online gaming zones

Anonymous Proxies

- Sites that allow the user to anonymously view Web sites

39 Illegal Drugs

- Sites about LSD, heroine, cocaine, XTC, pot, amphetamines, hemp
- Accessories for drug use (e.g. water pipes)

Time Frame: This policy is effective upon receipt.

Budget Impact: This policy will directly affect the budget by ensuring data circuits are provisioned to support legitimate applications and eliminate the cost of unwarranted bandwidth increases.

Background: In recent months, the BLM Wide Area network bandwidth has been impacted because of inappropriate Internet use. This policy was developed to provide a way of enforcing the current Internet use policies and ensuring that grossly inappropriate sites are unavailable through agency provided network connections.

Manual/Handbook Sections Affected: DOI Bulletin 1977-001, Internet Acceptable Use Policy, BLM IB2001-132, Internet Acceptable Use Policy Reminder. (See Attachment 2)

This Web filtering software will be implemented across the Bureau on a phased schedule beginning in October 2002. (Refer to Attachment 1 for the planned implementation schedule.)

Coordination: This policy was coordinated with the Assistant Director for Human Resources, the National IRM Center and the IRM Policy and Records Group.

Please ensure all employees are provided a copy of new methodologies and compliance with this policy are made clear to all employees

State/Center Offices must consult with their local exclusive Bargaining Representative(s) prior to implementation of these policies.

Contact: Please address any questions or concerns regarding this policy to Ron Strong at (303) 236-6635, or Ken Wilbert, (303) 236-6543.

Signed by:
Marilyn H. Johnson
Acting Assistant Director
Human Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

Signed by:
Michael J. Howell, Jr.
Acting Assistant Director
Information Resources Management

2 Attachments:

[1-Deployment Schedule \(1 p\)](#)

[2-DOI Internet Acceptable Use Policy \(5 pp\)](#)